
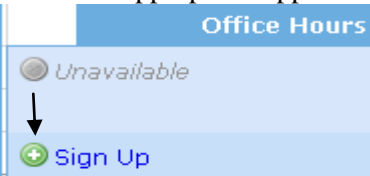
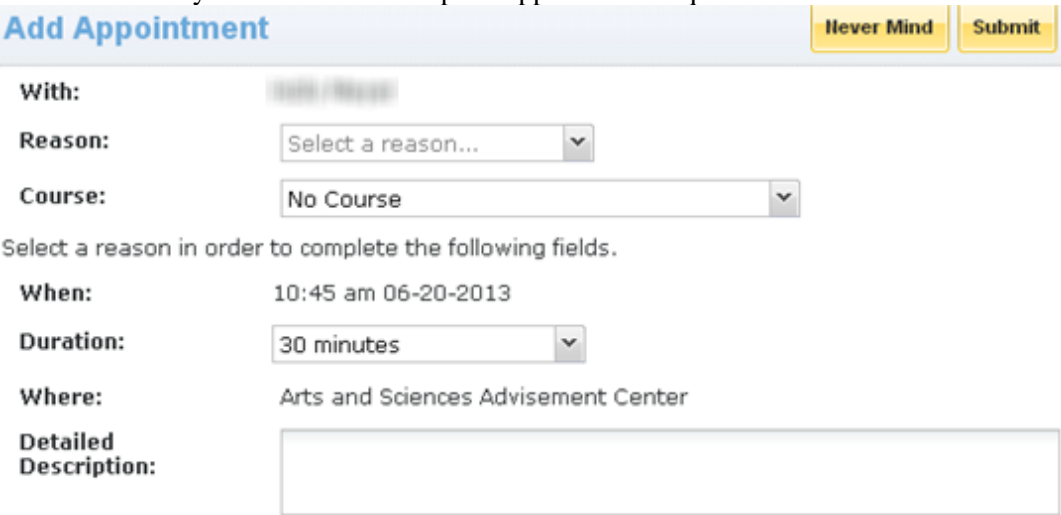


Scheduling an Appointment with an advisor or professor that you do not have a direct connection with

Step	Action
1.	Log into LoboAchieve using your UNM account information at loboachieve.unm.edu . Username: <input type="text"/> Password: <input type="password"/>
2.	Locate an advisor/faculty member by going to “Success Network” <small>Success Network</small> on the top side of the screen.
3.	In the search bar <input type="text"/> <input type="button" value="Search"/> , enter the advisor/faculty member name.
4.	Change the tab from Services to Members <small>SERVICES (0) MEMBERS (1)</small>
5.	Locate your respective advisor that you’re attempting to make an appointment with and click on their availability. 
6.	Select the appropriate appointment time that corresponds with your schedule. 
7.	Fill out necessary information to complete appointment request.  <p style="text-align: center;"><small>Explain in detail what you are looking to accomplish in this appointment.</small></p>
8.	Click submit once finished completing all the information. <input type="button" value="Submit"/>